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Personnel

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This instruction supplements and implements Air Force (AF) policies and procedures found in Air Force Instruction, (AFI) 36-2301, *Professional Military Education* and Air Force Policy Directive, (AFPD) 36-23, *Military Education*. It identifies specific responsibilities for managing officer and enlisted Professional Military Education (PME) for Air National Guard (ANG) personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013.

SUMMARY OF REVISIONS

This revision incorporates expanded responsibilities and a number of eligibility changes for both Officer and Enlisted PME resident and nonresident programs. Of particular note is the realignment of eligibility criteria for enlisted personnel, creating parity between resident and nonresident programs. Several policy messages released over the last few years have also been documented: reduction in Airman Leadership School (ALS) eligibility to 42 months for those with 5-Skill Levels; removal of time in grade (TIG) requirements for MSgts to attend the Air Force Senior Noncommissioned Officer Academy (AFSNCOA), and reference to policy authorizing promotion with deferment of Enlisted PME (EPME) in certain circumstances. It includes an updated AFSNCOA application cover sheet, NGB 1211, and a copy of the Air National Guard Service Agreement, NGB 1212. Finally, it includes physical fitness policy for officer and enlisted personnel.

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Section A—Responsibilities

1. Professional Military Education (PME). PME is that portion of military education that:

- 1.1. Provides the nation with personnel skilled in the employment of aerospace power in the conduct of war and small scale contingencies (e.g., peacekeeping, humanitarian assistance).
- 1.2. Provides AF personnel with the skills and knowledge to make sound decisions in progressively more demanding leadership positions within the national security environment.
- 1.3. Develops strategic thinkers and war fighters.

2. Responsibilities. Specific responsibilities follow, but all organizations will encourage personnel to take advantage of the educational opportunities provided by resident and nonresident PME.

2.1. Air National Guard, Personnel and Training Directorate (ANG/DP), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

- 2.1.1. Responsible for policy, oversight, and advocacy of ANG PME programs.

2.2. ANG, Personnel and Training Directorate, Personnel Force Development Division (ANG/DPD), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

- 2.2.1. Provides policy guidance, participates in program funding, and oversees PME programs.
- 2.2.2. Determines annual ANG PME requirements; establishes attendance quotas at ANG PME resident programs; determines non-ANG participation in ANG PME resident programs, and coordinates ANG participation in AF PME programs with Headquarters, United States Air Force, Enlisted Professional Military Education Programs (HQ USAF/DPLEE) and other services programs.
- 2.2.3. Serves as the ANG point of contact for joint PME issues.
- 2.2.4. Establishes ANG eligibility and selection criteria for all PME programs.
- 2.2.5. Determines requirements for and feasibility of alternative delivery formats and methodologies.
- 2.2.6. Convenes central selection boards to recommend for Director, Air National Guard (NGB/CF) approval of officers and senior NCOs for attendance at resident PME programs.
- 2.2.7. Manages ANG Liaison/Advisor positions assigned to Air University (AU) including but not limited to the Community College of the Air Force (CCAF), Air War College (AWC), Air Command and Staff College (ACSC), and Squadron Officer College (SOC).

2.3. ANG, Personnel and Training Directorate, Education Branch (ANG/DPDPE), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

- 2.3.1. Manages ANG officer and enlisted PME programs.
- 2.3.2. Issues and monitors training line numbers (TLN) and letters of authority (LOA); manages workdays for students; and coordinates all courses, ensuring compliance with applicable directives.
- 2.3.3. Point of contact (POC) for communications between AF PME program managers, other Services program managers and ANG Base Education and Training Managers (BETM).

2.3.4. Serves as the approving authority for all requests for waivers of PME eligibility criteria, individual declinations, requests for operational or humanitarian deferments, and removal from selection for PME programs.

2.3.5. Performs duties as the EPME functional manager.

2.3.6. Administers ANG EPME Awards Program.

2.4. ANG Training and Education Center (ANG TEC), 400 I. G. Brown Drive, McGhee Tyson Air National Guard Base (ANGB), TN 37777-6216.

2.4.1. Executes United States Air Force (USAF) and ANG policy regarding PME.

2.4.2. Conducts approved resident PME programs.

2.4.3. Recruits, sustains, and certifies PME faculties and staff, manages and maintains facilities, and meets CCAF and College for Enlisted PME (CEPME) standards for affiliation and certification required of PME centers.

2.4.4. Ensures arriving students meet eligibility criteria for attendance at resident PME programs.

2.4.5. Forecasts and submits annual resource requirements to ANG/DPD not later than (NLT) 31 Jan of each year.

2.4.6. Submits End-of-Class (EOC) and End-of-Year (EOY) reports for PME programs to ANG/DPDPE NLT 30 days after completion of each class and each fiscal year.

2.4.6.1. Sent in electronic format by e-mail or ground mail using electronic storage media.

2.4.6.2. EOC/EOY reports include, as a minimum, all student demographics by individual, class leadership, activities and events, award winners, and remarks.

2.4.7. Reports immediately to ANG/DPDPE all student releases (academic, disciplinary, or medical), program management review (PMR), test compromises, and inquiries by outside agencies including but not limited to CCAF, CEPME, and AF/ANG Inspector General (IG).

2.4.8. Manages all proprietary forms including but not limited to graduation diplomas and instructor qualification certificates.

2.4.9. Manages ANG Liaison/Advisor positions assigned to CEPME and the AFSNCOA.

2.5. Wing Commander.

2.5.1. Ensures all personnel are counseled throughout their careers on the relationship between PME and operational effectiveness.

2.5.2. Encourages participation in officer and enlisted PME programs.

2.5.2.1. Establishes a selection process and recommends officers for attendance at Air and Space Basic Course (ASBC), Squadron Officer School (SOS), Intermediate Service College (ISC), Joint Professional Military Education (JPME), and Senior Service College (SSC).

2.5.2.2. Establishes a selection process and recommends enlisted members to attend ALS, Noncommissioned Officer Academy (NCOA), and Senior Noncommissioned Officer Academy (SNCOA).

2.5.3. Ensures applicants meet all applicable eligibility criteria prior to attendance at resident PME.

2.5.4. Oversees approved PME programs at the local level.

2.5.4.1. Authorizes, prescribes, and provides personnel, equipment, and funding as needed.

2.5.4.2. Appoints, by letter, flight chiefs, course supervisors, and site administrators and approves selection of instructors/facilitators to support local ALS and Satellite EPME (SatALS/SatNCOA).

2.5.4.3. Ensures adequate facilities are designated and maintained.

2.6. **Mission Support Squadron Commander (MSS/CC).** Follows applicable policies listed in AFI 36-2301.

2.7. **Base Education and Training Manager (BETM).**

2.7.1. Serves as the base-level POC for PME program administration.

2.7.2. Maintains electronic access to or current copies of the publications listed in [Attachment 1](#).

2.7.3. Notifies unit personnel of resident PME application procedures and assists with the enrollment of officers and enlisted members in nonresident PME courses.

2.7.3.1. Reviews all application packages to ensure accuracy, completeness, and timeliness.

2.7.3.2. Forwards application packages to State Headquarters for The Adjutant's General (TAG) endorsement.

2.7.3.3. Immediately communicates with ANG/DPDPE when a selectee cannot attend. Follows-up with TAG and ensures official endorsement of the non-attendance is forwarded to ANG/DPDPE.

2.7.3.4. Sends ANG/DPDPE a copy of the ANG Service Agreement for ISC/SSC selectees.

2.7.3.5. Enters appropriate transactions in the applicable personnel data system.

2.7.3.6. Verifies/publishes travel orders in accordance with (IAW) AFI 33-328 *Administrative Orders* and local policies for members attending resident PME.

2.7.3.7. Conducts out-processing briefings for departing members on financial expenditures, academics, and reporting instructions.

2.7.3.8. Ensures local out-processing checklist requirements are met.

2.7.4. Manages PME school days for the wing/base. Returns unused days to appropriate ANG/DPDPE Program Manager.

2.8. **ALS Flight Chief (Non-Special Duty Identifier (SDI) 8T000).**

2.8.1. Meets the following eligibility criteria:

2.8.1.1. Must be an enlisted member in the grade of E-7 through E-9.

2.8.1.2. Graduation from an AF resident EPME program is highly desirable.

2.8.1.3. Completed the Enlisted Professional Military Education Instructor Course (EPMEIC) and the applicable CCAF and CEPME instructor certification requirements.

- 2.8.1.4. Exemplify AF Core Values.
- 2.8.1.5. Possess strong communication and leadership skills.
- 2.8.1.6. Present an impeccable military image.
- 2.8.1.7. Previous experience as an ALS/NCOA instructor is highly desirable.
- 2.8.2. Ensures ALS program is conducted IAW AF EPME Procedural Guidance (PG) and CCAF *Affiliated Schools* criteria.
- 2.8.3. Submits annual ALS plan to include projected schedule for the upcoming fiscal year (FY) to ANG/DPDPE NLT 31 March of each year.
- 2.8.4. Coordinates final plans to conduct an ANG ALS course with ANG/DPDPE NLT 90 days prior to class start date (CSD).
- 2.8.5. Arranges clerical and administrative support.
- 2.8.6. Supervises and evaluates all ALS instructors, ensuring they meet all CEPME and CCAF instructor requirements. Schedules adjunct instructors and guest speakers.
- 2.8.7. Secures and controls ALS curriculum and test materials.
- 2.8.8. Authorizes release, return, and reentry of individuals in all circumstances, including misconduct, ineligibility, illness, etc., IAW established policy.
- 2.8.9. Provides after-action reports and end-of-course reports to ANG TEC/CO NLT 45 days after each course completion date.
- 2.8.10. Wears the USAF PME Instructor badge only during the conduct of an approved ALS class.
- 2.8.11. Selection process.
 - 2.8.11.1. Nominee submits application package for instructor duty that includes:
 - 2.8.11.1.1. A letter of intent.
 - 2.8.11.1.2. Current resume.
 - 2.8.11.1.3. Records Review Report on Individual Personnel (RIP) current within the last 30 days.
 - 2.8.11.1.4. Transcript or copy of diploma (associate degree or higher).
 - 2.8.11.1.5. Proof of completion of resident or nonresident Noncommissioned Officer Preparatory Course (NCOPC), ALS, Noncommissioned Officer Leadership School (NCOLS), NCOA, or SNCOA.
 - 2.8.11.1.6. Endorsements from supervisor and squadron commander stating member's qualifications.
 - 2.8.11.2. Wing commander endorses to ANG/DPDPE. ANG/DPDPE coordinates with Commandant, Enlisted PME (ANG TEC/CO) to make final determination.
 - 2.8.11.3. ANG/DPDPE coordinates initial training schedule with originating unit and ANG TEC/CO.

2.8.11.4. Member attends initial training and begins instructor certification at ANG TEC.

2.8.11.5. ANG/DPDPE determines whether instructor training will take place at ANG TEC or field site.

2.9. ALS Flight Chief (Assigned SDI 8T000).

2.9.1. Meets the following eligibility criteria:

2.9.1.1. Must be an enlisted member in the grade of E-7 through E-9.

2.9.1.2. Must be a graduate of an AF resident EPME program.

2.9.1.3. Completed Enlisted Professional Military Education Instructor Course (EPMEIC) and applicable CCAF and CEPME instructor certification requirements.

2.9.1.4. Exemplify AF Core Values.

2.9.1.5. Possess strong communication and leadership skills.

2.9.1.6. Present an impeccable military image.

2.9.1.7. Possess previous experience as an ALS/NCOA instructor.

2.9.2. Reports to the Commandant, Enlisted PME.

2.9.3. Ensures ALS program is conducted IAW CEPME PG and CCAF *Affiliated Schools* criteria.

2.9.4. Instructs ALS curriculum.

2.9.5. Wears the USAF PME Instructor badge while assigned to the ANG TEC.

2.9.6. Selection Process.

2.9.6.1. ANG TEC/CO makes final determination.

2.9.6.2. ANG Organization Management (ANG/OM) publishes selection procedures and criteria in Military Vacancy Announcements (MVA).

2.10. ALS Instructor (Non-SDI 8T000).

2.10.1. Meets the following criteria:

2.10.1.1. Must be an enlisted member in the grade of E-5 through E-9.

2.10.1.2. Graduation from an AF resident EPME program is highly desirable. Completion of an AF nonresident course equivalent to or higher than ALS is mandatory.

2.10.1.3. Completed Enlisted Professional Military Education Instructor Course (EPMEIC) and applicable CCAF and CEPME instructor certification requirements.

2.10.1.4. Exemplify AF Core Values.

2.10.1.5. Possess strong communication and leadership skills.

2.10.1.6. Present an impeccable military image.

2.10.2. Instructs CEPME approved curriculum.

2.10.3. Wears the USAF PME Instructor badge only during the conduct of an approved ALS class.

2.10.4. Selection process. See Paragraph [2.8.11](#).

2.11. EPME Instructor (Assigned 8T000).

2.11.1. Meets the following eligibility criteria:

2.11.1.1. Must be an enlisted member in the grade of E-5 through E-9.

2.11.1.2. Graduation from an AF resident EPME program is mandatory.

2.11.1.3. Completed Enlisted Professional Military Education Instructor Course (EPMEIC) and the applicable CCAF and CEPME instructor certification requirements.

2.11.1.4. Exemplify AF Core Values.

2.11.1.5. Possess strong communication and leadership skills.

2.11.1.6. Present an impeccable military image.

2.11.2. Instructs CEPME approved curriculum.

2.11.3. Wears the USAF PME Instructor badge while assigned to the ANG TEC.

2.11.4. Selection Process.

2.11.4.1. ANG TEC/CO makes final determination.

2.11.4.2. ANG Organization Management (ANG/OM) publishes selection procedures and criteria in Military Vacancy Announcements (MVA).

2.12. Satellite EPME Program Site Administrator (Non-SDI 8T000).

2.12.1. Meets the following eligibility criteria:

2.12.1.1. Must be an enlisted member in the grade of E-7 through E-9.

2.12.1.2. Graduation from an AF resident PME program is highly desirable. Completion of an AF nonresident course equivalent to or higher than NCOA is mandatory.

2.12.1.3. Completed Enlisted Professional Military Education Instructor Course (EPMEIC) and the applicable CCAF and CEPME instructor certification requirements.

2.12.1.4. Exemplify AF Core Values.

2.12.1.5. Possess strong communication and leadership skills.

2.12.1.6. Present an impeccable military image.

2.12.2. Ensures Satellite EPME (SatEPME) program is conducted IAW CEPME program guide.

2.12.3. Coordinates all routine SatEPME Program actions with the applicable Director, Satellite EPME Program, ANG Commandant of Noncommissioned Officer Academy, or Director of Distance Learning Seminar Program (TEC/NCS). Submits request for authorization to conduct an EPME Satellite Program for the upcoming FY to ANG TEC/NCS NLT 31 March.

2.12.4. Coordinates with the BETM to submit request for student and instructor funding to ANG/DPDPE NLT 60 days prior to the home-station CSD. Coordinates student TLNs from BETM through ANG/DPDPE, NLT 60 days prior to the resident CSD.

2.12.5. Coordinates all resources necessary for class conduct including but not limited to clerical and administrative support, necessary supplies, and coordination of classroom space.

2.12.6. Coordinates release, return, and reentry of individuals in all circumstances, including misconduct, ineligibility, and illness, with the Commandant, Enlisted PME.

2.12.7. Provides after-action reports to ANG TEC/NCS NLT 45 days after each course completion date.

2.12.8. Supervises and evaluates all SatEPME site instructors, ensuring they meet all CEPME and CCAF instructor requirements.

2.12.9. Instructs SatEPME curriculum.

2.12.10. Wears the USAF PME Instructor badge only during the conduct of an approved SatEPME class.

2.12.11. Selection process.

2.12.11.1. Nominee submits application package for instructor duty that includes:

2.12.11.1.1. A letter of intent.

2.12.11.1.2. Current resume.

2.12.11.1.3. Records Review RIP current within the last 30 days.

2.12.11.1.4. Transcript or copy of diploma (associate degree or higher).

2.12.11.1.5. Proof of completion of resident or nonresident NCOA, or SNCOA.

2.12.11.1.6. Endorsements from supervisor and squadron commander stating member's qualifications.

2.12.11.2. Wing commander endorses to ANG TEC/CO.

2.12.11.3. ANG TEC/CO coordinates initial training schedule with originating unit.

2.12.11.4. Member attends initial training and begins instructor certification.

2.13. SatEPME Instructor (Non-SDI 8T000).

2.13.1. Meets the following eligibility criteria:

2.13.1.1. Must be an enlisted member in the grade of E-6 through E-9.

2.13.1.2. Graduation from an AF resident PME program is highly desirable. Completion of an AF nonresident course equivalent to or higher than NCOA is mandatory.

2.13.1.3. Completed Enlisted Professional Military Education Instructor Course (EPMEIC) and the applicable CCAF and CEPME instructor certification requirements.

2.13.1.4. Exemplify AF Core Values.

2.13.1.5. Possess strong communication and leadership skills.

2.13.1.6. Present an impeccable military image.

2.13.2. Instructs CEPME approved SatEPME curriculum.

2.13.3. Wears the USAF PME Instructor badge only during the conduct of an approved SatNCOA class.

2.13.4. Selection Process.

2.13.4.1. Nominee submits application package for instructor duty that includes:

2.13.4.1.1. A letter of intent.

2.13.4.1.2. Current resume.

2.13.4.1.3. Records Review RIP current within the last 30 days.

2.13.4.1.4. Transcript or copy of diploma (associate degree or higher).

2.13.4.1.5. Proof of completion of resident or nonresident NCOA, or SNCOA.

2.13.4.1.6. Endorsements from supervisor and squadron commander stating member's qualifications.

2.13.4.1.7. Wing commander endorses to ANG TEC/CO.

2.14. **Instructor Certification.**

2.14.1. CEPME and CCAF establish instructor certification criteria.

2.14.2. ANG TEC/CO certifies assigned EPME and SatEPME instructors IAW applicable criteria. ANG TEC/CO certifies assigned Education Directors and Flight Chiefs IAW applicable criteria.

2.14.3. The AFSNCOA certifies assigned ANG Liaison/Instructor personnel.

2.15. **Adjunct Instructor.**

2.15.1. Delivers portions of EPME curriculum in areas of expertise IAW EPME program guide.

2.15.2. Not required to complete any portion of instructor certification.

2.15.3. Meets the same high professional standards set for certified instructors.

2.15.4. Combined, adjunct instructors teach no more than 30 percent of the total student contact hours in any class.

2.16. **Individual.**

2.16.1. Meets all eligibility criteria as prescribed by applicable directives for attendance at resident PME including appropriate security clearances required for attendance at officer PME institutions.

2.16.2. Uses procedures described herein that identifies medical, mission-related, or personal hardship circumstances, which may require deferment or student change action after selection for attendance at resident PME.

Section B—Officer Professional Military Education (OPME)

3. Architecture. The AF OPME Program is central to a Continuum of Education (COE) that spans an officer's career. Beyond pre-commissioning education, which constitutes the first level of the COE, there are four subsequent levels of OPME:

- 3.1. **Primary level** : The ASBC and Squadron Officer School.
- 3.2. **Intermediate level** : The Air Command and Staff College and its equivalents.
- 3.3. **Senior level** : The Air War College and its equivalents.
- 3.4. **General/Flag Officer level** : CAPSTONE. The Air University Catalog and the Education and Training Course Announcements (ETCA) provide additional details on these OPME programs.

4. Resident Programs.

4.1. Attendance.

- 4.1.1. Limited resources restrict attendance at resident OPME. Nonresident programs are available to all eligible ANG officers and Title 5 civilians.
- 4.1.2. Completing nonresident PME programs will not effect eligibility for resident OPME programs at the same level.
- 4.1.3. Air Technicians **must** attend resident OPME programs in active duty status. **This criterion may not be waived.**
- 4.1.4. ANG officers and Title 5 civilians may participate in other resident Service, Joint, DoD, and non-DoD (international and civilian) PME equivalent programs such as AF Fellowships. For further details, refer to AFI 36-2301.
- 4.1.5. Officers who have transferred to the ANG from other services may be able to receive credit for resident Squadron Officer School (SOS) where applicable. Refer to AFI 36-2301 Attachment 4 for more information.

4.2. Eligibility and Prerequisites.

- 4.2.1. All officers and Title 5 civilians must meet eligibility and prerequisites described in **Table 1.** below.
- 4.2.2. Air Technicians are eligible to apply for the appropriate resident OPME program based on military rank and requirements not civil service pay grade.
- 4.2.3. Officers who do not successfully complete resident OPME programs for non-prejudicial reasons must wait six months from course termination to reapply. Those removed with prejudice are excluded from reentering the equivalent level of resident OPME.
- 4.2.4. Lieutenant Colonels must not have graduated from resident ISC within three years of CSD for attendance at SSC.

Table 1. Resident OPME Eligibility Criteria.

School	Rank	Total Years Comm Svc (TYCS)	Notes
ASBC	Second Lt	Less than two years	6.
SOS	Capt	Less than 11 years	1., 6.
ISC	Maj/Maj Select	Less than 16 years	2., 3., 6.
SSC	Lt Col/Lt Col Select/Col	Less than 25 years	2., 4., 5., 6.

NOTES:

1. One-year service commitment is incurred with attendance. Must be a pinned captain to apply.
2. Three-year service commitment incurred with attendance.
3. Major selects must be pinned by CSD.
4. Must wait three years after graduation from a resident ISC program.
5. Lt Colonel selects must be pinned by CSD.
6. Air Technicians are not authorized attendance in civil service status. Title 5 civilians who wish to attend must apply through their employing agency.

4.3. Application Procedures.

4.3.1. Air and Space Basic Course. Members approved by their commanders for attendance submit requests through BETM. BETMs will use the appropriate PDS to enter training application. Training line numbers (TLN) for all quotas are issued on a first-come-first-served basis.

4.3.2. Squadron Officer School applications must be received by ANG/DPDPE NLT 45 days prior to CSD and contain the following:

4.3.2.1. NGB 1210. Complete all blocks. Indicate class availability in order of preference. This form is available at the National Guard Bureau Publications and Forms Library website. Go to www.ngbpd.c.ngb.army.mil. Click on the NGB Forms link to locate and download NGB 1210.

4.3.2.2. Letter of Intent. Endorsed through the wing commander and TAG, supports application, may include accomplishments not listed in other areas and states desired goals.

4.3.2.3. Records Review RIP. Current within 30 days of receipt.

4.3.3. Intermediate/Senior Service College (ISC/SSC).

4.3.3.1. Selection to attend resident ISC/SSC is reserved for those officers who will hold future leadership positions at the highest levels of the ANG including NGB and Joint Staff assignments. Applicants must meet all military standards prior to submitting package.

4.3.3.2. Application procedures and contents of application packages are announced by message annually.

4.3.3.3. In all cases, application packages must be reviewed for completeness by the BETM prior to submission through the chain of command. Incomplete packages and packages that do

not meet announced criteria will not be boarded and will be returned without action if they are not completed prior to the board date.

4.4. Selection Process.

4.4.1. ASBC applicants are selected on quota availability through appropriate Personnel Data System (PDS) transactions. Should the number of applicants warrant it, they will meet a board.

4.4.2. SOS applicants will be reviewed by ANG/DPDPE for eligibility criteria and selected on basis of quota availability. Should the number of applicants warrant it, they will meet a board.

4.4.3. ISC/SSC.

4.4.3.1. ANG/DPD will convene a diverse Review Board to recommend officers whose image and performance indicate a high level of potential and success.

4.4.3.2. The Board will consist of a recorder (non-voting) and a minimum of five voting members in the rank of Colonel and above. Lieutenant Colonels who have completed the equivalent level of OPME are also eligible for Board membership. The senior ranking board member will serve as the Board president.

4.4.3.3. Applications will be evaluated on criteria published in the application announcement message. Board recommendations, including school assignment, will be forwarded to NGB/CF for final approval.

4.5. School Assignments.

4.5.1. ASBC class assignments are made based on quota availability in the class(es) requested.

4.5.2. SOS class assignments will be made based on quota availability in the class(es) requested.

4.5.3. ISC/SSC applicants are selected based on the needs of the ANG. Applicants may specify school preferences by rank order; however, they may not be selected for their preferred school. Restricted quota availability, especially in non-USAF schools, frequently limits assignments to applicants' second or third rank-order choices. Consequently, applicants must carefully weigh all options when listing school preferences. Selecting only one school significantly limits the applicants' ability to attend resident PME.

4.6. Notification.

4.6.1. BETMs are notified of ASBC selectees through transactions in the appropriate PDS.

4.6.2. BETMs are notified of SOS selectees through transactions in the appropriate PDS system. Additionally, selectees receive welcome letters and information packages from the school 30 days prior to CSD. ISC/SSC selectees are required to attend the ANG Orientation. Exceptions will be worked on an individual basis.

4.6.3. Primary and alternate selectees for ISC/SSC, including school assignment, are announced by message. Several schools also provide packages and conduct orientation sessions prior to the CSD.

4.7. Acceptance.

4.7.1. Unless ANG/DPDPE is otherwise notified, acceptance of attendance at resident OPME requires no action by selectees. Selectees will be contacted by ANG/DPDPE and provided infor-

mation on the ANG Orientation and short course opportunities. Selectees should attend both the Orientation and at least one short course.

4.8. Non-acceptance.

4.8.1. An officer may request withdrawal or defer attending resident OPME within 30 days of notification.

4.8.1.1. Withdrawal. Selectees may submit a letter or AF IMT 964, *PCS, TDY, or Training Declination Statement* to ANG/DPDPE requesting withdrawal from attendance at resident OPME. All withdrawal requests must be endorsed through the chain-of-command including the TAG. Members must submit new application packages for future consideration for attendance at resident OPME programs.

4.8.1.2. Deferral. This action requires a letter of request to ANG/DPDPE from the selectee or the commander with endorsement through the chain-of-command including the TAG. Selectees will automatically receive reservations for only the following academic year (AY) at the schools for which they were originally selected. Deferral requests for subsequent AYs will not be accepted.

4.8.1.3. Transfer of Service. Members who transfer to other branches of Service must submit a withdrawal letter or accomplish AF IMT 964 as they are not able to take the allocation with them.

4.9. Waivers.

4.9.1. SOS. Selectees must be in the grade of Captain. Grade waivers will not be considered. Waivers for total years of commissioned service (TYCS) will be considered on an individual basis.

4.9.2. ISC/SSC. Grade waivers and deferments must be processed through ANG/DPDPE to offices listed in AFI 36-2301. Waivers for exceeding TYCS limitations and deferments will be considered on an individual basis.

4.10. Security Clearances.

4.10.1. Members attending ISC/SSC schools must have valid security clearance. Most Senior Service Colleges require a "Top Secret" Clearance.

4.10.2. Immediately upon notification of selection for attendance at ISC/SSC members must contact their base security manager to verify security clearance status. Candidates who do not possess Secret security clearances are not authorized attendance.

4.11. Graduate Degrees.

4.11.1. Some OPME programs award Master's Degrees. Please check with the school's registrar for enrollment procedures prior to your arrival. ANG/DPDPE does not handle issues related to degree work.

4.12. Service Commitment.

4.12.1. Officers selected to attend resident ISC/SSC incur a three-year service commitment. Applicants must submit an ANG Service Agreement with application packages.

4.12.2. ANGI 36-2101, *Assignments Within the Air National Guard*, paragraph 5, outlines this requirement. See NGB 1212 for an example of the service agreement.

4.13. Orders.

4.13.1. ASBC and SOS orders are published as routine school orders, allowing one day of travel prior to the (CSD) and one day after class graduation date (CGD).

4.13.2. Attendance at ISC/SSC schools requires permanent-change-of-station (PCS) orders authorized by ANG/DPD letters of authority (LOA). Orders will be published, by the member's unit, IAW applicable directives governing PCS moves. Members may not attend resident ISC/SSC schools in temporary duty (TDY) status or technician status.

4.13.3. ISC/SSC programs normally conduct formal orientation sessions. ANG/DPDPE will notify selectees concerning orientation dates and funding arrangements.

4.13.4. LOAs will contain the following information as a minimum:

4.13.4.1. Authorized travel days from home of record (HOR) to new PCS duty location.

4.13.4.2. Report no earlier than date.

4.13.4.3. Report no later than date.

4.13.4.4. Depart no later than date (after graduation).

4.13.4.5. Security clearance.

4.13.4.6. Remarks, including specific school information such as orientation sessions.

4.13.4.7. Family members' names, when appropriate.

4.13.5. ANG/DPDPE provides active duty school days "by name" for all Drill Status Guardsmen (DSG) and Air Technicians. These days are to be used only for resident PME and **must** be returned to ANG/DPDPE when members cancel attendance or are released from resident OPME programs.

4.14. Disenrollment.

4.14.1. Resident OPME programs will immediately notify ANG/DPDPE of all officers disenrolled for any reason.

4.14.2. Officers removed for cause from resident OPME programs are permanently excluded from reentering the equivalent level of resident OPME and are restricted from enrolling in nonresident OPME for one year.

4.14.3. ANG/DPDPE will determine disposition of disenrollments for other causes such as medical/family emergencies or military operations on a case-by-case basis.

5. Nonresident Programs.

5.1. **Purpose.** The purpose of OPME nonresident programs is to provide individuals, who have not completed resident OPME, an opportunity to complete it via correspondence, seminar, or other approved methods. Headquarters, Air University (HQ AU) is the waiver authority for all nonresident eligibility and completion restrictions and limitations.

5.2. Eligibility.

5.2.1. Air Force policy stresses taking the right PME at the right time and at the right grade. The nonresident sequence is SOS, ACSC, and AWC.

5.2.1.1. Captains or Captain selects enroll in the nonresident SOS.

5.2.1.2. Majors or Major selects enroll in the nonresident ACSC.

5.2.1.3. Lieutenant Colonels or Lieutenant Colonel select enroll in the nonresident AWC.

5.2.1.4. Colonels enroll in the nonresident AWC.

5.2.2. With the exception of those officers selected to attend resident OPME with another Service, in a foreign country, or other program (e.g., AF Fellowships), ANG officers must complete the appropriate AF OPME course before enrolling in another Service's nonresident program.

5.2.3. Officers who do not successfully complete nonresident OPME programs for any reason must wait six months from course termination to reenroll.

5.3. Application.

5.3.1. Application for nonresident OPME programs is initiated with the BETM. In all cases, officers must meet the eligibility criteria for each level of OPME.

Section C—Enlisted Professional Military Education (EPME)

6. Architecture. There are three levels of EPME: ALS, NCOA, and SNCOA. All three levels prepare enlisted members for increased responsibility, and all three may be completed by distance learning or by attendance at a resident EPME school. The ANG Satellite ALS and NCOA programs, although a hybrid of the two, are considered resident programs.

7. Resident Programs.

7.1. Attendance.

7.1.1. Attendance at a resident EPME program is the preferred method for preparing ANG members for roles of greater responsibility, although it is not required. Timing the attendance in a member's career is an integral part of professional development and force management decisions. The ANG has developed a long-term strategy that encourages commanders to select 50 percent of eligible senior airmen for attendance at a resident ALS program.

7.1.2. Completing nonresident EPME programs will not adversely affect eligibility for resident EPME programs at the same level.

7.1.3. Air Technicians **must** attend resident EPME programs in active duty status. **This criterion may not be waived.**

7.1.4. Senior NCOs may attend other equivalent resident Service EPME schools. For further details, refer to AFI 36-2301.

7.1.5. Senior NCOs accessed to the ANG from other services will receive equivalent EPME credit only for those resident schools outlined in AFI 36-2301.

7.1.5.1. Enlisted members in the grade of E-4 accessed to the ANG from other services are required to successfully complete resident ALS even if he/she completed other service PME course.

7.1.5.2. Enlisted members in the grades of E-5 or E-6 accessed to the ANG from other services are required to successfully complete resident ALS or NCOA within one year of enlistment in the ANG even if he/she completed other service PME course. Failure to meet this requirement will result in demotion IAW ANGI 36-2503, *Administrative Demotion of Airmen*, Paragraph 3.7. Requests for exceptions to this policy should be forwarded to ANG/DPDPE for review, determination, and approval.

7.1.5.3. Enlisted members in the grade of E-7 accessed to the ANG from other services are required to successfully complete resident NCOA within one year of enlistment in the ANG even if he/she completed other service PME course. Failure to meet this requirement will result in demotion IAW ANGI 36-2503, Paragraph 3.7. Requests for exceptions to this policy should be forwarded to ANG/DPDPE for review, determination, and approval.

7.2. Eligibility and Prerequisites.

7.2.1. Eligibility and prerequisites for each level of EPME is shown in [Table 2](#).

7.2.2. Air Technicians are eligible to apply for the appropriate resident EPME program based on military rank and requirements not civil service pay grade.

7.2.3. Members who do not successfully complete resident EPME programs for non-prejudicial reasons must wait six months from course termination to reapply. Those removed with prejudice must wait one year from course termination.

7.2.4. Attendance at a resident EPME program must be separated by two years between the graduation date of the former class and the CSD of the next higher-level EPME, regardless of method of completion, except for NCOs promoted under the EPME deferral policy. In those cases, members must complete the appropriate EPME program within the deferral policy time requirements.

Table 2. Resident and Nonresident EPME Eligibility Criteria.

School	Rank	Time in Service (TIS)	Notes
ALS	SrA	48 Months/42 Months	1., 7., 8.
	SSgt with EPME deferral	Not Applicable	2., 3., 7., 8.
NCOA	SSgt	96 Months	4., 5., 7., 8.
	TSgt	Not Applicable	4., 5., 7., 8.
	MSgt with EPME deferral	Not Applicable	3., 5., 7., 8.
AFSNCOA	MSgt	Not Applicable	4., 5., 7., 8.
	SMSgt with EPME deferral	Not Applicable	3., 5., 7., 8.
	SMSgt	Not Applicable	4., 6., 7., 8.

NOTES:

1. SrA with 48 months TIS have no skill level requirement. SrA with 42 months TIS are required to have a 5-skill level in their Primary Air Force Specialty Codes (PAFSCs).
2. Minimum 5-skill level in PAFSC.
3. Must complete within EPME deferral policy time requirements.
4. Must wait two years after graduation from prior EPME program.
5. Must have 7-skill level in PAFSC.
6. Must have a 9-skill level in PAFSC.
7. Air Technicians are not authorized attendance in civil service status.
8. Must have a minimum six months retainability (one year for AFSNCOA). All personnel are eligible to reenlist/extend for the purpose of attending resident EPME.

7.3. Application Procedures.

7.3.1. Airman Leadership School. Annually programmed ALS quotas with TLNs are evenly distributed among wings. Members approved for attendance by their commanders submit requests through the BETM. BETMs will use the appropriate PDS to enter names and confirm quotas. Additional unprogrammed quotas will be announced by e-mail.

7.3.2. Noncommissioned Officer Academy. Annually programmed NCOA quotas with TLNs are evenly distributed among wings. Members approved for attendance by their commanders submit requests through the BETM. BETMs will use the appropriate PDS to enter names and confirm quotas. Additional unprogrammed quotas will be announced by e-mail.

7.3.3. Air Force Senior Noncommissioned Officer Academy.

7.3.3.1. Selection to attend the resident AFSNCOA is reserved for those NCOs who will hold future leadership positions at the unit, State and National levels.

7.3.3.2. Application procedures and contents of application packages are announced by message each year. The AFSNCOA application cover sheet is shown in NGB 1211.

7.4. Selection Process.

7.4.1. ALS applicants are selected at the unit level. BETMs confirm members' attendance through the appropriate PDS. Unprogrammed quotas will be announced by e-mail to all BETMs and are issued on a first-come-first-served basis.

7.4.2. NCOA applicants are selected at the unit level. BETMs confirm members' attendance through the appropriate PDS. Unprogrammed quotas will be announced by e-mail to all BETMs and are issued on a first-come-first-served basis.

7.4.3. AFSNCOA.

7.4.3.1. ANG/DPDPE will convene a diverse Review Board to recommend NCOs whose performance indicates a high level of potential and success.

7.4.3.2. The Board will consist of a recorder (non-voting) and a minimum of five voting members in the rank of MSgt and above who have completed the resident AFSNCOA. The Superintendent, Education Programs, will serve as the Board president.

7.4.3.3. Applications will be evaluated on criteria published in the application announcement message. Board recommendations will be forwarded to NGB/CF for final approval.

7.5. Notification.

7.5.1. BETMs are notified of ALS selectees through transactions in the appropriate PDS.

7.5.2. BETMs are notified of NCOA selectees by a local process and confirm members' attendance through transactions in the appropriate PDS.

7.5.3. Primary and alternate selectees for AFSNCOA, including class assignment, are announced through an All States Log Message. In addition, selectees are notified by letter within 30 days of NGB/CF approval.

7.6. Acceptance. Unless ANG/DPDPE is otherwise notified, acceptance of attendance at resident EPME requires no action by selectees.

7.7. Non-acceptance.

7.7.1. Enlisted members may request withdrawal or deferral from attending resident EPME within 30 days of notification.

7.7.1.1. Withdrawal. Selectees may submit a letter or AF IMT 964 to ANG/DPDPE requesting withdrawal from attendance at resident EPME. All withdrawal requests must be endorsed through the chain-of-command including the TAG. Members must reapply for future consideration for attendance at resident EPME programs.

7.7.1.2. Deferral. Senior NCOs may request deferral from attendance at the AFSNCOA only. This action requires a letter of request to ANG/DPDPE from the selectee or the commander with endorsement through the chain-of-command including the TAG. Approved deferments for selectees originally scheduled to attend AFSNCOA prior to March in any year will be programmed for the following FY. Those originally scheduled to attend after March will be deferred for two years. Deferral requests for subsequent FYs will not be accepted.

7.7.1.3. Transfer of Service. Members who transfer to other branches of Service must submit a withdrawal letter or accomplish AF IMT 964 as they are not able to take the allocation with them.

7.8. Removal/Cancellation from Selection/Attendance.

7.8.1. Wing commanders may remove members from selection for or approve cancellation of attendance at resident EPME programs.

7.8.2. Units must notify ANG/DPDPE in writing 60 days prior to CSD or be charged with a “no show.”

7.9. Deferrals and Waivers.

7.9.1. EPME Deferment. Members promoted under the provisions of the Operations Deferment Policy (POC: ANG/DPFO) have 18 months to complete the EPME level appropriate for their rank. Refer to the EPME Deferment Policy message. In all cases, members are granted a “blanket” grade waiver for attendance at the appropriate EPME School under provisions of the EPME Deferment Policy.

7.9.1.1. IAW ANG message 02-029, dated 23 Jul 02, this deferment applies only to those enlisted members that deployed in support of Operations NOBLE EAGLE, ENDURING FREEDOM, and IRAQI FREEDOM.

7.9.2. Other Waivers. All other waiver requests must be processed through ANG/DPDPE for approval.

7.10. Service Commitments

7.10.1. NCOs selected to attend resident EPME incur a one-year service commitment. Applicants must submit an ANG Service Agreement with application packages.

7.10.2. ANGI 36-2101, *Assignments Within the Air National Guard*, paragraph 5, outlines this requirement. See NGB 1212 for an example of the service agreement.

7.11. Orders.

7.11.1. All orders for resident EPME are published as routine school orders, allowing one day of travel prior to the CSD and one day after CGD. In addition to all required personnel and travel information, orders should contain all information applicable to the EPME center as stated in the ETCA.

7.11.2. ANG/DPDPE provides active duty school days “by name” for all Drill Status Guardsmen (DSG) and Air Technicians. These days are to be used only for resident PME and must be returned to ANG/DPDPE when members cancel attendance or are released from resident EPME programs.

7.12. In-processing.

7.12.1. Special requirements for attendance at the ANG NCOA can be found in the ANG NCOA Student Information Catalog found on the ANG TEC home page.

7.12.2. All other in-processing information can be found on the ETCA web page.

7.13. Disenrollment.

7.13.1. Resident EPME programs will immediately notify ANG/DPDPE of all members disenrolled for any reason.

7.13.2. Enlisted members removed for disciplinary reasons from resident EPME programs are excluded from reentering a resident EPME program and from enrolling/reenrolling in an equivalent nonresident EPME course for one year. If a member released from a resident EPME program for disciplinary reasons wishes to attend the same level of resident EPME after one year, the released student's commander must submit a letter of recommendation through the TAG to ANG/DPDPE.

7.13.3. Enlisted members who are released from resident EPME programs for academic reasons are excluded from reentering a resident EPME program and from enrolling/reenrolling in an equivalent nonresident EPME course for six months.

7.13.4. ANG/DPDPE will determine disposition of disenrollments for other causes such as medical/family emergencies or military operations on a case-by-case basis

8. Nonresident Programs.

8.1. **Purpose.** The purpose of EPME nonresident programs is to provide individuals, who have not completed resident EPME, an opportunity to complete it via correspondence. To the extent reasonably possible, EPME nonresident programs mirror the resident school curriculum. Headquarters, Air University (HQ AU) is the waiver authority for all nonresident eligibility and completion restrictions and limitations.

8.2. Eligibility.

8.2.1. Air Force policy stresses taking the right PME at the right time and at the right grade. Like resident EPME programs, the nonresident sequence for enlisted personnel is ALS, NCOA, and AFSNCOA. Eligibility requirements and criteria are equal for both resident and nonresident EPME programs. Refer to [Table 2](#).

8.2.2. With the exception of those personnel selected to attend resident EPME with another Service, ANG enlisted members must complete the appropriate AF EPME course before enrolling in another Service's nonresident program.

8.2.3. Members who do not successfully complete nonresident EPME programs for academic reasons must wait six months from course termination to reenroll.

8.2.4. Members who are withdrawn from a nonresident program for non-completion must wait 12 months from course expiration to reenroll.

8.2.5. Air technicians must comply with all military requirements for eligibility and cannot enroll based on civil service grade or status.

8.2.6. Enrollment in nonresident EPME must be separated by two years between the completion date of the former EPME course and the start date of the next higher-level course, regardless of method of completion, except for NCOs promoted under the EPME deferral policy. In those cases, members must complete the appropriate EPME program within the deferral policy time requirements.

8.3. **Application.** Application for nonresident EPME programs is initiated with the BETM. In all cases, members must meet the eligibility criteria for each level of EPME shown in [Table 2](#).

8.3.1. Initial enrollment in nonresident EPME program must be separated by two years between the completion date of the former EPME course and the start date of the next higher level EPME course, regardless of method of completion, except for NCOs promoted under the EPME deferral policy. In those cases, members must complete the appropriate EPME program within the deferral policy time requirements.

9. Air Force Fit to Fight Program and Physical Profiles

9.1. Participation in AF Fit to Fight (FTF) program for Resident PME attendees.

9.1.1. Resident PME applicants must be prepared to participate in the FTF program to the fullest extent possible. Refer to AFI 10-248 for more information.

9.2. Temporary Physical Profiles.

9.2.1. Medical conditions that prevent the applicant from being physically prepared to participate in the school's FTF program or requirement for graduation must be brought to the attention of ANG/DPDPE once the applicant is selected to attend resident PME.

9.2.2. Units will not send applicant to resident PME until ANG/DPDPE makes a determination based on a recommendation made by a competent medical authority.

9.2.2.1. Members with documented temporary medical restriction(s) that prevent full participation in any part of the PME curriculum are ineligible to attend. Restrictions must be documented on an AF IMT 422 *Physical Profile Serial Report*.

9.2.2.2. BETM stops the process and defers member for a later school date after the temporary profile expires.

9.2.2.3. Members are eligible to attend school when medical condition is resolved and there are no restrictions or the AF IMT 422 clearly states that there are no restrictions affecting full participation in PME school curriculum.

9.2.2.4. In rare circumstances the unit commander may request that the member attend while on a temporary medical profile due to a mission related reason.

9.2.2.5. The unit commander provides, to the BETM, a justification letter showing mission impact supporting the member's attendance to PME school while on a temporary profile.

9.2.2.6. The BETM reviews and forwards the request to ANG/DPDPE PME Program Manager with attached AF IMT 422 and recommendation memorandum.

9.2.2.7. ANG/DPDPE PME Program Manager will review/route request package with DPDPE recommendation to AF/DPL for final approval.

9.3. Permanent Physical Profiles.

9.3.1. Members with permanent profiles are eligible to attend PME Schools.

9.3.2. A copy of the AF IMT 422 must be sent to the ANG/DPDPE PME Program Manager for coordination with the applicable PME representative before member departs unit to go to school.

10. Additional Information. ANG/DPDPE is the sole approving authority for exceptions to provisions specified herein.

10.1. **Prescribed Information Management Tools (IMT).** NGB 1210, *Officer Resident Professional Military Education Application*.

10.2. **Adopted IMT Forms.** AF IMT 422, *Physical Profile Serial Report*, AF IMT 964, *PCS, TDY, or Training Declination Statement*. Forms are available at Air Force e-publishing site.

10.3. **Web Sites.**

Air Force e-publishing - <http://www.e-publishing.af.mil>

ANG Military Vacancy Announcements - <http://www.ang.af.mil/om/career>

ANG Public Access - <http://www.ang.af.mil>

ANG Secure Home Page - <https://airguard.ang.af.mil>

ANG TEC - <http://www.angtec.ang.af.mil/>

NGB Publications Site - <http://www.ngbpdc.ngb.army.mil/>

Air University - <http://www.au.af.mil>

Education and Training Course Announcements - <https://etca.randolph.af.mil>

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-248 *Fitness Program*
AFPD 36-23, *Military Education*
AFI 36-2301, *Professional Military Education*
AFI 33-328, *Administrative Orders (PA)*
ANGI 36-2101 *Assignments within the Air National Guard*
ANGI 36-2503, *Administrative Demotion of Airmen*

Abbreviations and Acronyms

AF—Air Force
AFIADL—Air Force Institute for Advanced Distributed Learning
AFRC—Air Force Reserve Command
AFSNCOA—Air Force Senior Non-Commissioned Officer Academy
AGR—Active Guard/Reserve
ALS—Airman Leadership School
ANG—Air National Guard
ANGB—Air National Guard Base
ASBC—Air and Space Basic Course
BETM—Base Education and Training
CCAF—Community College of the Air Force
CDC—Career Development Course
CEPME—College for Enlisted Professional Military Education
CGD—Class Graduation Date
COE—Continuum of Education
CSD—Class Start Date
EPME—Enlisted Professional Military Education
EPMEIC—Enlisted Professional Military Education Instructor Course
ETCA—Education and Training Course Announcements
FIP—Fitness Improvement Program
IAW—In Accordance With

ISC—Intermediate Service College

LOA—Letter of Authorization

MPF—Military Personnel Flight

NCO—Noncommissioned Officer

NCOA—Noncommissioned Officer Academy

NCOLS—Noncommissioned Officer Leadership School

NCOPC—Noncommissioned Officer Preparatory Course

NGB—National Guard Bureau

NLT—Not Later Than

OPR—Office of Primary Responsibility

PAS—Personnel Assignment Section

PCS—Permanent Change of Station

PDS—Personnel Data System

PME—Professional Military Education

POC—Point of Contact

POV—Privately Owned Vehicle

RIP—Report on Individual Personnel

SatEPME—Satellite Enlisted Professional Military Education

SDI—Special Duty Identifier

SNCOA—Senior Noncommissioned Officer Academy

SOC—Squadron Officer College (which comprises ASBC and SOS)

SOS—Squadron Officer School

SPFC—Seminar Program Facilitator Course

SRA—Senior Airman

SSN—Social Security Number

SSC—Senior Service College

TAG—The Adjutant General

TEC—Training and Education Center

TG—Traditional Guard

TIG—Time in Grade

TIS—Time In Service

TLN—Training Line Number

TYCS—Total Years Commissioned Service

USAF—United States Air Force

Checklist for Enclosures. Ensure the following items are included in the package:

1. Senior NCO Academy application cover sheet.
2. Letter of Intent from applicant.
3. Immediate Supervisor's Recommendation – AF IMT 1206 (front side only).
4. Endorsements by Unit/Wing Commander, Command Chiefs, and TAG.
5. Current Records Review RIP.
6. All class IDs and dates desired. **NOTE:** You may also indicate "All." Class assignment is by rank order. Limiting the number of classes desired may adversely affect your selection.